



1600 E. South Weber Drive
South Weber, UT 84405

www.southwebercity.com

801-479-3177
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JOB OPENING ANNOUNCEMENT OFFICE ASSISTANT

Posting Date: April 18, 2017
Department: Administration
Reports to: Finance Director
Salary Range: \$13.00 - \$15.00/hour DOE.
Position Type: Part-time
How to Apply: Applications available at:
southwebercity.com/community/employment
Send Application, Resume, and Cover letter to: Human Resources, 1600 E South Weber Dr, South Weber, UT 84405

Deadline to Apply: Open until filled

Overview:

Performs a variety of clerical and administrative operations related to general office management. Receives, balances, deposits and records various payments from the public, and for other City departments. Resolves patron complaints, questions and concerns. Maintains inventory and purchases of stationary office supply. Prepares the City Newsletter for distribution. Provides notary services. Assists with Utility Billing and Accounts Payable.

Knowledge, Skills and Other Characteristics:

Operates a computer and its various programs. Knowledge of computer applications (Microsoft Word, Excel, Outlook, Internet), proficient in typing, strong interpersonal communication skills, and the ability to maintain confidential information. Experience using Caselle software preferred.

Qualifications:

Graduation from High School; plus, one (1) to three (3) years of experience in receptionist duties. Must have a Utah Driver's License. Must be able to lift a minimum of 20 pounds. Must be able to pass a pre-employment drug test, and obtain a satisfactory background and driving record check.